



REPLY TO
ATTENTION OF

CSTE-DTC-CG (100)

DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY DEVELOPMENTAL TEST COMMAND
314 LONGS CORNER ROAD
ABERDEEN PROVING GROUND, MD 21005-5055



13 June 2003

MEMORANDUM FOR

Commanders, DTC Test Centers
HQ DTC Directors and Office Chiefs

SUBJECT: Policy Letter #1 - Commander's Critical Information Reporting (CCIR)

1. Commander's Critical Information Reporting (CCIR) is that information I feel is of such importance that it will be reported to me as soon as practical based upon the CCIR item as outlined in paragraph 2, below.
2. I have identified the following as CCIR items of interest:
 - a. Significant soldier/civilian accomplishments (on or off duty).
 - b. Accidents:
 - (1) DTC soldiers/civilians/contractors hurt, resulting in loss of duty (within 4 hours).
 - (2) Soldiers/civilians/contractors hurt during DTC testing.
 - (3) DTC equipment damage estimated at \$1,000 or more (within 1 duty day).
 - c. Serious Incident Reports (SIR's) (immediate notification).
 - d. Stryker test incidents:
 - (1) Outages resulting in test schedule delays.
 - (2) Incidents that dictate immediate change to safety release.
 - e. Live fire test anomalies.
 - f. Likely negative public affairs coverage.

This memorandum supersedes memorandum, HQ DTC, CSTE-DTC-CG, 14 May 03, subject as above.

CSTE-DTC-CG

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- g. Force protection incidents.
 - h. Late officer/NCO/civilian evaluation reports or awards that are staffed through Headquarters, DTC, or higher headquarters (prior to late status or departure of awardees).
 - i. Emergency leave of test center senior leadership (within 6 hours).
 - j. Equal opportunity inquiries.
 - k. Heat/cold weather injuries resulting in loss of duty time.
 - l. Weapons discharges.
 - m. Brigadier General (07) or higher visitors (including Congressional Delegates/Staffers), to include notification of visits and results of completion of visits.
 - n. Change in test center commanders' status.
 - o. Inspections by external organizations.
3. CCIR reporting does not reduce or eliminate the need to process SIR's or safety, security, and other reporting requirements.
4. Please disseminate this policy to all members of the command, and post a copy on official command bulletin boards.



MARVIN K. McNAMARA
Brigadier General, USA
Commanding